



Hopedale Day in the Park- 2015
Registration Form for Non-Profit Organizations
(Food Vendors/Children's Activities, Other non-profit)



Saturday September 12, 2015
10:00 a.m. – 4:00 p.m.
Hopedale Town Park- Dutcher Street
(Rain date Sunday September 13)
Day in the Park will not cancel if there is a brief morning shower

Hopedale's Day in the Park is an annual event held at the Draper Park located between Freedom, Dutcher and Northrop Streets in Hopedale, MA. The Day in the Park runs from 10 AM to 4 PM. The day features a juried art show, entertainment, craftspeople, community groups and food. DIP is a family friendly day with something for everyone. Please review the following information in order to participate in Day in the Park.

Eligibility: Non-profit organizations are eligible to participate as food vendors or providers of games/entertainment for children. Applications must be approved by the Hopedale Cultural Council.

Guidelines: Concessions will be awarded on a first come basis. However, concessions that were awarded for Day in the Park 2014 will be awarded to the same sponsoring organizations, provided the application is postmarked by July 31, 2015. Concessions will then be awarded to those applications with the earliest postmark. No additions or substitutions may be made without the express written consent of the HCC.

Food Vendors: Food vendors must also complete an application for a One Day/Temporary Food Permit.* Food vendors should also review the guidelines from the Massachusetts Department of Public Health Food Protection Program Temporary Food Establishment Operations. This document is posted on the HCC web site. Be sure to provide hand sanitizer at your booth and be sure that all servers are wearing rubber gloves. Foods that are prepared from fresh items such as fruit salad, apple pie, meatballs, chili, sausage etc, must be prepared in a certified kitchen. Bake sale items should be individually wrapped. If you have specific questions contact Lenny Izzo at the Board of Health, Town Hall, Hopedale. Submit the completed application to Paula Galligan (see info below), by August 15, 2015. Completed applications will be sent to the Town of Hopedale Board of Health for Review.

Application: A \$25.00 non-refundable application fee must accompany the application and be received by August 15, 2015. Applications postmarked after August 15, 2015 will increase to a \$35.00 fee.

Assignments: The HCC will review and approve applications and assign spaces for approved applicants in the order received by mail. Each display area measures 10' x 12'. Participants should provide their own tables, chairs, tent/canopy and change. Spots located along the tennis courts are available if you require fencing. **Shaded spots along Dutcher street are available; however, vehicles may not be driven to these spots and must be unloaded from the street.** If you have a request for a specific location please indicate your preference below. We will try to honor your request; however, we cannot guarantee that you will be placed in a specific spot. Electricity in the park is limited; therefore, we request that gas or sterno be used to heat food.

Payment and Registration. Please make checks payable to the Hopedale Cultural Council and mail the completed application and check to: Paula Galligan, 7 Tammie Rd., Hopedale, MA 01747, 508-478-8288. The HCC can be contacted via email at hopedaleculturalcouncil@yahoo.com. Please provide an e-mail address as confirmation and further instructions will be sent by email. The cultural council will not give your email address to anyone else. Follow us on facebook for important updates- Hopedale Cultural Council.

Please return this section to: :

Paula Galligan
7 Tammie Road
Hopedale, MA 01747

Organization: _____

*Food ___ Children's Activity ___ Other___ Fencing Required___ Electricity Required___

Electricity in the park is limited. If possible use chafing dishes, sterno to keep food at the required temperature.

Describe the type of food/activity: _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Special Notes or requests (please be specific we may not remember your spot from last year

Signature: _____

The Hopedale Cultural Council and the Town of Hopedale are not responsible for any personal injuries or for items lost, stolen or damaged.

*** Food vendors must submit an application for a One Day/Temporary Food Permit. A copy of this form can be found on the HCC web page. If you are selling food that has been prepared by a restaurant (i.e. Pizza/sandwiches) you do not need to complete a food permit application.**



**Hopedale Day in the Park 2015 – Registration Form
for Crafters, Artists, and Local Business Vendors**



Saturday September 12, 2015

10:00 a.m. – 4:00 p.m.

Hopedale Town Park- Dutcher Street

(Rain date Sunday September 13)

Day in the Park will not cancel if there is a brief morning shower

Hopedale's Day in the Park is an annual event held at the Draper Park located between Freedom, Dutcher and Northrop Streets in Hopedale, MA. The Day in the Park runs from 10 AM to 4 PM. The day features a juried art show, entertainment, craftspeople, community groups and food. DIP is a family friendly day with something for everyone.

Please review the following information in order to participate in Day in the Park as a crafter or vendor.

Eligibility: Crafters/artists must produce, sell or represent original work. Hopedale residents who operate an independent business or small business owners who operate a business in Hopedale are eligible to participate, upon approval by the Hopedale Cultural Council (HCC).

Application: A \$40.00 non-refundable application fee must accompany the application and be received by August 15, 2015. Applications postmarked after August 15, 2015 will increase to a \$50.00 fee.

Assignments: The HCC will review and approve applications and assign spaces for approved applicants in the order received by mail. Each display area measures 10' x 12'. Participants should provide their own tables, chairs, tent/canopy and change. Spots located along the tennis courts are available if you require fencing.

Shaded spots along Dutcher street are available; however, vehicles may not be driven to these spots and must be unloaded from the street. If you have a request for a specific location please indicate your preference below. We will try to honor your request; however, we cannot guarantee that you will be placed in a specific spot. Electricity in the park is limited.

Payment and Registration. Please make checks payable to the Hopedale Cultural Council and mail the completed application and check to: Paula Galligan, 7 Tammie Road, Hopedale, MA 01747 (tel: 508-478-8288). The HCC can be contacted via email at hopedaleculturalcouncil@yahoo.com. Please provide an e-mail address as confirmation and further instructions will be sent by email. The cultural council will not give your email address to anyone else. Follow us on facebook for important updates- Hopedale Culturalcouncil.

Organization: _____

Crafter____ Artist____ Business____ Other_____

Fencing Required_____ Electricity Required_____

Please describe the type of items to be sold: _____

Contact Name: _____ Signature: _____

Address: _____

Telephone: _____ email: _____

Special Notes or requests (please be specific if you are requesting a spot-we may not remember your spot from last year)

**TOWN OF HOPEDALE
BOARD OF HEALTH
78 Hopedale Street
Hopedale, MA 01747
508-634-2203 x222
Fax# 508-634-2203**

For Day in the Park please return the completed application to Paula Galligan, 7 Tammie Rd. Hopedale, MA by August 15, 2015. Your application will be given to the Board of Health for review.

Permit Fee: (No charge for Non-Profit organizations) – Only Non-profit organizations are eligible to participate as food vendors at Day in the Park

Name of EVENT: Hopedale Day in the Park
EVENT location: Hopedale Town Park

Date(s) of Event: Saturday Sep 12, 2015 Rain Date: Sunday Sep 13, 2015 Expected # patrons: 2500
EVENT hours of operation: 10:00 am – 4:00 pm EVENT Set Up: 8:00 am – 10:00 am – day of event

EVENT Contact Person: Paula Galligan, 508-478-8288, Wilma Manning 508-478-0929

EVENT UTILITIES:

Will electricity be provided to Food Booths? Yes if requested

Describe Potable Water Supply: Water fountains in park

Describe means for Wastewater Disposal: N/A

Describe means for Garbage Disposal & Collection: Waste barrels provided and removal coordinated by the Town of Hopedale/Hopedale Cultural Council

FOOD VENDOR INFORMATION

Name: _____ **Phone#:** _____

Mailing Address: _____

Food Booth Structure: Booth Tent Mobile Unit** Other: _____

**** Mobile Food Units-** provide a copy of your Hawkers & Peddlers License & most recent Inspection Report

****Mobile Food Units-** Base of Operations (licensed facility at which your unit is cleaned and sanitized): _____

Hand-washing facilities available at booth: YES NO (If not, please explain method of hand-washing)

Will Gloves be available for use by your employees? _____ **# employees:** _____
Disposable gloves & hand sanitizers can provide an additional barrier to contaminations but are NOT a substitute for hand-washing.

Do you have immediate access to a dishwasher or 3-compartment sink? _____
If not, please explain method of cleaning utensils and equipment? _____

Utensils must be cleaned or replaced every 4 hours. Separate utensils must be utilized for handling raw and cooked animal foods during the cooking process.

Type of Sanitizer you will be using: _____ (Sanitizer test kit must be available for use at food booth) All food contact surfaces must be sanitized and kept clean at all times)

FOOD PREPRATION

Menu: List ALL food items to be served at EVENT

Will all food be prepared at the event in the temporary food service booth?

_____ YES Fill out section B Below _____ NO Fill out Sections A and B below:

SECTION A: At the approved kitchen:

(You MUST attach a copy of food permit and agreement for use of another licensed food establishment along with their MOST RECENT Inspection Report)

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding
1.							
2.							
3.							
4.							
5.							

SECTION B: At the booth:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding
1.							
2.							
3.							
4.							
5.							

FOOD PROTECTION, TRANSPORTATION & STORAGE

Describe measures to protect food and maintain temperature (HOT and COLD) during transportation from approved kitchen to event booth: _____

Describe measures to protect food and maintain temperature (HOT and COLD) while storage at event booth: _____

Describe measures to protect food and maintain temperature (HOT and COLD) during display at event booth: _____

Water and Ice MUST be from an approved source- list source(s): _____
Ice used for cold storage of food products MUST NOT be dispensed for consumption to consumer

Packaged foods may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, its containers or its positioning in the ice or water- Unpackaged food may not be stored in direct contact with un-drained ice.

Explain how food stored in ice will be adequately protected from melting water?

How will FROZEN foods be thaws, if necessary, prior to service?

Food source(s) -please list all locations at which food will be purchased for this event.

No foods made in a RESIDENTIAL KITCHEN shall be allowed at any temporary food event! (Exception: Bake Sale items such as cookies, brownies or cakes)

*******IMPORTANT NOTICE*****

Unless only NON-Potentially Hazardous Foods (PHFs) are to be served, this Temporary Food Establishment must be overseen by an individual certified in food safety and sanitation.

___ Food Manger Certification is attached.

___ Food Manager Certification is NOT attached we will NOT be preparing any PHFs.

I certify by signing this application that I have received and read the Massachusetts Department of Public Health "Are You Ready?" checklist for Temporary Food Establishment Operations, and that I am familiar with 105 CMR 590.000 Minimum Standards for Food Establishments and that the described establishment will be operated and maintained in accordance with the regulations.

Date

Signature of Food Vendor Applicant

Massachusetts Department of Public Health
Food Protection Program
Temporary Food Establishment Operations

Are You Ready?

Use this guide as a checklist to verify compliance with MA food safety regulations.

- ☐ **Application** Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event.

FOOD & UTENSIL STORAGE AND HANDLING

- ☐ **Dry Storage** Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination.
- ☐ **Cold Storage** Keep potentially hazardous foods at or below 41°/45°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.
- ☐ **Hot Storage** Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.
- ☐ **Thermometers** Use a food thermometer to check temperatures of both hot and cold potentially hazardous food.
- ☐ **Wet Storage** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.
- ☐ **Food Display** Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
Post consumer advisories for raw or undercooked animal foods.
- ☐ **Food Preparation** Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.

Protect all storage, preparation, cooking and serving areas from contamination.

Obtain food from an approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

PERSONNEL

- ☐ **Person in Charge** There must be one designated person in charge at all times responsible for compliance with the regulations. Check with your local board of health for food protection management certification requirements.
- ☐ **Handwashing** A minimum two-gallon insulated container with a spigot, basin, soap and disposable towels shall be provided for hand washing. The container shall be filled with warm water 100° to 120°F. A hand washing sign must be posted.
- ☐ **Health** The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.

☐ **Hygiene**

Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service areas.

CLEANING AND SANITIZING

☐ **Warewashing**

A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize food preparation equipment that will be used on a production basis.

The board of health may require additional sets of utensils if warewashing sinks are not easily accessible.

☐ **Sanitizing**

Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths.

☐ **Wiping Cloths**

Store wet wiping cloths in a clean 100ppm chlorine solution. Change frequently.

WATER

☐ **Water Supply**

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

☐ **Wastewater Disposal**

Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

PREMISES

☐ **Floors**

Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.

☐ **Walls & Ceilings**

Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.

☐ **Lighting**

Provide adequate lighting by natural or artificial means if necessary. Bulbs shall be shatterproof or shielded.

☐ **Counters/Shelving**

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.

☐ **Trash**

Provide an adequate number of cleanable containers inside and outside the booth.

☐ **Restrooms**

Provide an adequate number of approved toilet and handwashing facilities. These facilities shall be accessible for employee use.

☐ **Clothing**

Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and warewashing areas.

Need more information on food safety and MA food regulations

www.mass.gov/dph/fpp

Retail Food Information

http://www.umass.edu/umext/nutrition/programs/food_safety/resources/index.html

MA Partnership for Food Safety Education Resources/Food Safety Principles for Food Workers

www.foodsafety.gov Gateway to Government Food Safety Information